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**From:** hrctraining@massmail.state.ma.us  
**Sent:** Friday, October 07, 2005 11:20 AM  
**To:** Farak, Sonja (DPH)  
**Cc:** hrctraining@massmail.state.ma.us  
**Subject:** HRD Training Course Pre-Registration Received for 'Excel introduction'



You have been pre-registered online for 'Excel introduction'. **Your approver/supervisor, Allan Stevenson, must approve this registration:**

**Course:** Excel introduction  
**Start Date:** 11/02/2005  
**Start Time:** 09:30 AM  
**Location:** Northampton - DMH (Western Mass. Area Office)  
**Room:** Computer Lab  
**Student:** Sonja Farak

**Your Student ID is 257492.** Please keep track of this number, as you will need it to cancel a course or to register for any additional courses.

Your supervisor will receive an email about your pre-registration for 'Excel introduction'. **If your supervisor does not approve your attendance, you may not attend the class.**

You will be notified by email if your supervisor has approved or denied the registration.

To cancel a course registration click [here](#). You will be prompted to log into the system. After logging in you will be brought to a page to select the course you wish to cancel.